Jacqueline Ross

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[Github](#) | [Linkedin](#) | [Portfolio](#)

Education

Web Development Bootcamp	Michigan State University
FullStack Development	November 2020 - May 2021

Bachelor of Science in Education	Central Michigan University
Language Arts, Mathematics	2009 – 2014

Projects

Cycle-ology

[Deployed Application](#) | [Repository](#)

Weather Dashboard

[Deployed Application](#) | [Repository](#)

Work Day Scheduler

[Deployed Application](#) | [Repository](#)

Skills

HTML, CSS, GIT, Responsive Design, JavaScript, jQuery, APIs, AJAX, Agile

Professional Experience

Change Control Coordinator	Allen Park, Michigan
Ford Motor Company	December 2019 – Present

Leads all aspects of change management for the mainframe, delivers essential communications internal and external to the Mainframe Services Department.

- Reviews and provides approval to Smart IT records, engages appropriate teams if ticket does not meet necessary criteria
- Communicates with the other departments on possible change control and deficiencies related to quality and compliance issues in support of the mainframe
- Negotiated with UK Registration Freeze owners to create a window for changes to occur for the mainframe team

- Collaborated with Ford Credit on executing changes outside of typical Mainframe Windows and during various Freezes
- Successfully Organized SharePoint Migration by becoming a certified administrator, analyzing site contents pre and post migration and communicating migration status throughout each step
- Provides monthly internal department communication on relevant information regarding Mainframe Services
- Maintains Change Control documentation and records by communicating with mainframe teams to ensure accuracy
- Update Maintenance Windows documentation for facilities F, J, and K to accurately reflect when changes occur for the Software, Hardware, and Storage Teams.
- Negotiates and resolves scheduling conflicts as they arise with teams internally and externally
- Verifies the completeness of the documentation and approvals
- Monitors mainframe change conflicts internally and externally
- Coordinate and Facilitate Weekly Change Control meetings
- Attends relevant Change Control meetings to discuss changes with cross-functional, senior management and business groups
- Delivers communications for CMOD software migration to current users of Mobius/Document Direct/View Direct.
- Maintains CMOD SharePoint Site documentation to ensure accuracy and relevancy for both the Mainframe Services Team and its customers.
- Assisted with the marketing of Mainframe Services at GLITs Convention for 2020.

Educator   Waterford, Michigan

Waterford School District   September 2018 – December 2019
Highly Qualified Educator in Waterford, Michigan

Educator   Las Vegas, Nevada

Doral Academy – Fire Mesa   August 2015 – June 2018

Arts integrated teacher at Doral Academy, a five-star rated charter school in Las Vegas, Nevada. Instrumental in the opening of Doral Academy – Fire Mesa.

Leadership

- Building Data Leader
- Philanthropy Coordinator for Alpha Gamma Delta
- Central Michigan University, Resident's Hall Council (Vice President)
- National Society for Leadership & Success
- Dean's List for academic achievement – 5 Consecutive Years